



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, May 25, 2023 7:00 PM**

1. Call to Order-Town Council
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Call to Order-Planning Commission
6. Joint Public Hearing-Ordinance No. 2023-01
 - a. Staff Report
 - b. Open Public Hearing (3-minute time limit per speaker)
 - c. Close Public Hearing
 - d. Recommendation of the Planning Commission
 - i. Planning Commission
 - e. Planning Commission Adjourns
7. Action by Town Council
8. Reports
 - a. Town Administrator
 - b. Treasurer's Report
 - c. Finance Committee
 - d. Pool Committee
 - e. Water Committee
 - f. Planning Commission
9. Public Comment
10. Public Comment Response Period
11. Old Business
12. New Business
 - a. Taber Trust fund transfers
13. Announcements
14. Adjourn

This page intentionally left blank



**Agenda Item Summary
May 25, 2023**

Agenda Item: 4-Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented

This page intentionally left blank



Agenda Item Summary May 25, 2023

Agenda Item: Ordinance 2023-01

Background: The reason this is being proposed is that no new individual residential apartments or condominiums are allowed to be constructed in the B-1 zone (Commercial) unless they are approved by Council with a special use permit and then only if they are associated with a permitted use in that zone.

Section 17-4.6.3 Uses Permitted by Special Use Permit -allows that

"(1) a single-family dwelling, duplex or multi-family dwelling on a case-by-case basis in association with a permitted office, business or commercial use in the same building or on the same premises shall be permitted. "

While there are a few apartments in the B-1 zone (e.g., over the Virginia Street Café) these were in existence before the current zoning ordinances were adopted and thus are grandfathered in. All new ones would have to be "associated" with some other permitted use. Members of the Planning Commission and the Town Council have expressed concern over the past few years that there was an inadequate supply of rental apartments in Town and that this restriction, on additional units in B-1, was potentially unnecessarily limiting any increase in supply. It has been noted that there are several vacant or underutilized buildings in the B-1 zone. To make those properties more attractive to persons wishing to develop them, this amendment would offer another use for the properties.

Fiscal Impact: No cost to the Town, potential real estate tax revenue

Staff Recommendation: Pass the motion to adopt proposed Ordinance 23-01 which amends Chapter 17, Zoning, "Section 17-4.6.2, Permitted Uses", Paragraph (21) to allow no more than 6 residential apartments or condominium dwelling units per lot by right within the B-1 district.

Council Action Requested: Pass the proposed ordinance

Sample Motion(s):

I move that, that Chapter 17, "Zoning," Section 17-4.6.2, "Permitted Uses," Paragraph 21 be amended to read, in part, as follows:

"Section 17-4.6.2 Permitted Uses.

(21) a structure, or combination of structures, which contain no more than a total of 6 residential apartments or condominium dwellings units per lot. This use by right can be in combination with any other permitted use by right in the B-1 district or as a stand-alone use."

Ordinance 23- 01

ORDINANCE NO. 23-01 AMENDS THE URBANNA TOWN CODE, Chapter 17, ZONING," SECTION 17-4.6.2, "PERMITTED USES," PARAGRAPH 21, TO ALLOW, AS A BY RIGHT USE, A LIMITED NUMBER OF RESIDENTIAL APARTMENT OR CONDOMINIUM UNITS IN THE B-1 DISTRICT ZONE.

BE IT ORDAINED by the Urbanna Town Council, at its regularly bimonthly meeting on May 25, 2023, that Chapter 17, "Zoning," Section 17-4.6.2, "Permitted Uses," Paragraph 21 be amended to read, in part, as follows:

"Section 17-4.6.2 Permitted Uses.

(21) a structure, or combination of structures, which contain no more than a total of 6 residential apartments or condominium dwellings units per lot. This use by right can be in combination with any other permitted use by right in the B-1 district or as a stand-alone use."

This page intentionally left blank



**Agenda Item Summary
May 25, 2023**

6-Agenda Item: Reports

Town Administrator Report-Garth Wheeler

Treasurer's Report-Michele Hutton

**April 2023 Treasurer's report attached*

Finance Committee Report-Councilmember Sandy Sturgill

Pool Committee Report-Garth Wheeler

Water Committee Report-Councilmember Beth Justice

Planning Commission Report-Councilmember Merri Hanson

This page intentionally left blank



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 04/30/2023	Prior Year	Prior Month	Statement Date
	4/30/22	3/31/23	4/30/23
Primis Bank General Operating Bank Account	661,108.90	799,760.39	769,420.31
Renter Water Deposits	14,651.66	-15,386.66	15,361.66
Net Operating General Bank Account	650,959.12	791,354.71	768,314.63
C & F Bank Pool Replacement Account (new 2/28/23)	36,763.99	832,487.30	847,717.01
C&F Bank Historic Trust (new 3/1/2023)	27,799.07	32,903.96	33,566.84
Primis Bank Water Fund Reserve	114,021.98	114,700.27	114,770.66
Primis Bank General Fund Reserve	94,765.66	95,121.06	95,157.54
Primis Bank Cares Local Recovery	237,680.51	238,230.65	238,376.85
Primis Bank DMV	464.31	1,439.46	2,901.50
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,503.49	2,504.07
Taber Trust – Account Value	1,476,014.25	857,356.55	
Taxes listed below are collected for prior month(s)	4/30/22	3/31/23	4/30/23
Meals Tax collected in April	5,405.25	7,459.65	3,862.77
Lodging Tax collected in April	0.00	1,298.55	1,982.71
Cigarette Tax collected in April	700.11	618.19	662.88

APRIL EXPENDITURES:

- Business as usual

REVENUE as of 4/30/2023

Notes:

- C&F Bank accounts - interest accrues and posts quarterly. Balance increases due to deposits.

Lodging Tax

May 3, 2023
10:57 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/03/23
 Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Total	Jul										
100-12100-0001	Lodging Tax									1982.71	0.00
29232.03	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	0.00
Fund Total										1982.71	0.00
29232.03	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	0.00
Grand Total	Count: 1									1982.71	0.00
29232.03	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	0.00

Meals Tax

May 3, 2023
10:58 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/03/23
 Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Total	Jul										
100-12110-0001	Meals Tax - Local									8176.08	0.00
104925.82	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	0.00
Fund Total										8176.08	0.00
104925.82	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	0.00
Grand Total	Count: 1									8176.08	0.00
104925.82	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	0.00

Water Sales

May 3, 2023
10:52 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/03/23
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Total												
500-17010-0001	Water Sales Charges											
264234.78		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88	0.00
Fund Total												
264234.78		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88	0.00
Grand Total	Count: 1											
264234.78		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88	0.00

This page intentionally left blank



Agenda Item Summary May 25, 2023

Agenda Item: Taber Fund Transfers

Background: The Taber Fund is a fund that was set up many years ago for the Town of Urbanna to use for community projects that benefit Town and County residents. Davenport Investments has acted as the caretaker of these funds. Historically, the funds have not been diversified and kept in one basic account. Brian Manetz, VP of Davenport manages these funds on behalf of the Town. Brian was asked to work up a recommendation to present to Council diversifying these funds in an effort to improve returns on these investments. The Taber Fund currently has \$857,356.55 in the account.

At the last Council meeting Brian made a presentation recommending transferring funds in the amount of \$100,000.00 each into the two added funds into three separate accounts and provided information on those accounts to Council.

American Funds – Washington Mutual Investors

American Funds – Capital Income Builder

Davenport – Davenport Equity Opportunities fund

Fiscal Impact: N/A

Staff Recommendation: Transfer funds from the current Taber Funds account in the amount of \$100,000.00 each into the new additional funds and leave the rest of those funds in the current Taber Account. .into the three funds recommended.

Council Action Requested Vote to follow the recommendation of Brian to diversify the funds.

Sample Motion(s): Motion is made to transfer \$100,000.00 funds from the Taber Funds Account into the newly established account, Transfer \$100,000.00 into the second established account and leave the remaining funds in the current account.

This page intentionally left blank